



**NOTICE OF VACANCY
September 4, 2015**

POSITION: Children's Services/Programs

DEPARTMENT: Library

SALARY: \$18.94 – \$24.07 per hour

HOURS: 20 hours per week, some evenings and alternate Saturdays.

Organizational Scope:

Works under the direction of the Supervisor of Children's Services. Frequent contact with the public requires the exercise of tact, diplomacy and flexibility. Good rapport with children is essential.

Major Responsibilities:

Provides positive public service. Promotes increased use of library materials by children and adults through library displays, story times, department tours and orientations, school visits and other outreach activities in consultation with the Supervisor of Children's Services. Prepares, promotes and conducts story hours and other programs. Direct contact with vendors for scheduling programs. Provides guidance, using print and automated sources, to children and adults requesting information in the children's room. Performs a variety of circulation duties, including patron registration, checking in and checking out library materials, collecting overdue fines, and placing reserves. Maintains confidentiality of patron records per Mass. General Laws. Works with the Supervisor of Children's Services to develop specific sections of the children's materials collection. Performs other collection maintenance and development duties as assigned. Provides direction and training to other personnel as required. Updates, retrieves and interprets data in the library's automated systems. Prepares resource lists for children preschool through grade 6. May generate custom reports to facilitate maintenance of library collections. Reads and straightens shelves. Performs other tasks as required.

Job Qualifications:

- Bachelor's degree.
- Two years' work experience that demonstrates ability to work effectively with children.
- In addition to required work experience, years of library experience may be substituted for up to four years required college credit, on a one-to-one basis.
- Coursework in Children's Literature or children's services.
- Strong public service, organizational, computer, and public speaking skills.
- Ability to work under pressure.
- Tact, diplomacy, flexibility. Experience and comfort with computers.
- Familiarity with Spanish or Portuguese desirable.

Physical Requirements:

Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 40 pounds, or greater with assistance; and perform other efforts as identified with

normal library work. Communicate effectively with others, orally and in writing.

Work Environment:

Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.